



**Board Meeting
3-30-2021**

**THIS MEETING WAS HELD VIA TELECONFERENCE IN ACCORDANCE WITH
H.B. 197, 133rd G.A. §12 (2020)**

Attending:

Jeff Hastings, Chairman
Inajo Davis Chappell, Board Member / via teleconference
Lisa M. Stickan, Board Member
David Wondolowski, Board Member
Anthony W. Perlatti, Director
Tony Kaloger, Deputy Director

Mark R. Musson, Assistant Prosecutor, Cuyahoga County
Mary Bejjani, Clerk to the Board
Linda Walker, Clerk to the Board

The Cuyahoga County Board of Elections Meeting began at 2:00 p.m. Hereinafter referred to as the CCBOE/Board.

Chairman Hastings noted that all Board Members were in attendance and Board Member Davis Chappell was present via teleconference.

Agenda Item 1: Approval of the minutes from the March 5, 2021, March 12, 2021, and March 22, 2021 board meetings.

Chairman Hastings moved to approve the minutes from the March 5, 2021, March 12, 2021, and March 22, 2021 board meetings. Board Member Stickan seconded. The motion passed unanimously.¹

Agenda Item 2: Acknowledgment of Secretary of State Directives: Directive 2021-12: Special Congressional Election in Ohio's 11th Congressional District; Directive 2021-13: Unofficial and Official Canvasses of the May 4, 2021 Primary/Special Election; Open Meetings, and Precinct Election Official Training

Chairman Hastings moved to acknowledge Directives: 2021-12: Special Congressional Election in Ohio's 11th Congressional District and 2021-13: Unofficial and Official Canvasses of the May 4, 2021 Primary/Special Election; Open Meetings, and Precinct Election Official Training. Board Member Wondolowski seconded. The motion passed unanimously.

¹ Narrative that is underlined in the CCBOE minutes relates to a motion that was acted on by the Board.

Agenda Item 3: Determination of the validity of provisional ballots and authorization to count provisional ballots from the March 16, 2021, Mayfield Village Special Election.

Registration Program Coordinator, Hasani Wheat, presented the Provisional Report to the Board as provided in the board meeting materials.

Chairman Hastings moved to approve and count the provisional ballots from the March 16, 2021, Mayfield Village Special Election. Board Member Wondolowski seconded the motion. The motion passed unanimously.

Agenda Item 4: Acknowledgement of Appointment to Elected Office

Chairman Hastings moved to acknowledge the appointment to elected office. Board Member Wondolowski seconded the motion. The motion passed unanimously.

Agenda Item 5: Acknowledgement of Candidate Withdrawal from the May 4, 2021 Primary Election.

Chairman Hastings moved to acknowledge the candidate withdrawal from the May 4, 2021 Primary Election. Board Member Wondolowski seconded the motion. The motion passed unanimously.

Agenda Item 6: Certification of Candidates for the November 2, 2021 General Election in lieu of the May 4, 2021 Primary Election

Chairman Hastings moved to certify the candidates for the November 2, 2021 General Election in lieu of the May 4, 2021 Primary Election. Board Member Wondolowski seconded the motion. The motion passed unanimously.

Agenda Item 7: Approval to Award a Sole Source Contract with Tenex Software Solutions to provide Live Results Election Night Reporting in the amount not-to-exceed \$24,000.00 for the one-year period beginning June 1, 2021 through May 31, 2022 with Option to Renew for Two One-Year Periods.

Director Perlatti summarized the necessity of the Tenex contract to report live results on election night.

Chairman Hastings moved to approve to award a Sole Source Contract with Tenex Software Solutions to provide live election night results in the amount not-to-exceed \$24,000.00 for the one-year period beginning June 1, 2021 through May 31, 2022 with Option to Renew for Two One-Year Periods. Board Member Wondolowski seconded the motion. The motion passed unanimously.

Agenda Item 8: Approval of Vouchers

Chairman Hastings moved to approve the vouchers as provided in the meeting materials. Board Member Wondolowski seconded the motion. The motion passed unanimously.

Agenda Item 9: Approval of Personnel Agenda

Chairman Hastings moved to approve the personal agenda as provided in the meeting materials. Board Member Wondolowski seconded the motion. The motion passed unanimously.

NEW BUSINESS

- Director Perlatti provided an update on the May 4, 2021 Primary Election, including the dates for the April 5, 2021 close of registration at 9:00 p.m. and the start of Early in Person Voting and Vote-by-Mail is April 6, 2021. The CCBOE has received 712 Vote-by-Mail applications and an addition 3,000 requests for Vote-by-Mail applications were received over the weekend. There are 56 polling locations across 11 municipalities. The CCBOE has hired 675 of the 952 poll workers needed for the May 4th Election.
- Director Perlatti also provided an update on the August 3, 2021 Special Congressional Election. Cuyahoga County will have 27 municipalities participating in the Election, which includes 529 precincts and approximately 161 polling locations. The partisan deadline to file for candidacy is May 5, 2021, and the write-in deadline is May 24, 2021. Uniformed and Overseas Absentee Voting (UOCAVA) opens on June 18, 2021, and registration closes on July 6th. Director Perlatti will continue to update the Board on the August 3, 2021 Election in future Board meetings.
- Deputy Director Tony Kaloger provided an update on the new voting equipment acquisition. As part of the equipment selection process, the selection committee has been conducting Zoom meetings with other Ohio counties. Each of these counties is currently using one of the three vendors for their voting equipment. The Zoom meetings with the various counties have been insightful as the counties can attest to the vendors' performance. Director Perlatti indicated the CCBOE intends to decide on the voting equipment acquisition in the fall of 2021.
- Director Perlatti updated the Board on the CCBOE Human Resources (HR) Policy and Procedures manual. Sections of the policy and procedure manual will be presented to the Board for review, and once finalized, the Board will approve the complete manual. A committee of six employees, the Director, Deputy Director, and HR manager, will also provide input regarding revisions to the manual. Board Member Davis Chappell inquired if the CCBOE manual will mirror the Cuyahoga County Executive's office employee manual. Director Perlatti indicated Lori Acosta, Human Resources Manager, is reviewing the Cuyahoga County Executive's, the Prosecutors Office, and the SOS Election Official manuals. Along with researching Federal statutes and standards as reference resources for the CCBOE HR Policy and Procedures manual.
- Director Perlatti provided an update concerning the remaining funds resulting from the Center for Tech and Civic Life (CTCL) Grant. There is approximately \$450,000 of grant funds remaining to be allotted by the June 2021 deadline. Following the criteria of the grant, which include executing safe 2021 Elections in the COVID environment. There are five areas in the organization where efficiencies can be improved by acquiring equipment that will be beneficial in 2021. By acquiring additional equipment, the CCBOE will also utilize fewer temporary employees. The equipment identified includes: 1) Additional five Stacker trays for the automated Agilis Ballot Sorting System. The approximate cost for the Stacker trays will be approximately \$130,000. 2) Purchasing an additional six Opex mail extraction desks, which automatically opens the vote by mail envelopes. The units acquired last year replaced the need to hire 6 - 8 temporary employees to manually open these envelopes. The cost of the six units would be approximately \$210,000. 3) Purchasing temporary movable wall partitions at the cost of approximately \$10,000 for the Halle Building Warehouse. 4) Purchasing cubicles for the Hughes Building second-floor staff to maximize space, increase safety, and reduce noise. The approximate cost would be \$80,000. 5) Pallet Stretch Wrap machine for the retention of voting materials at the Halle Warehouse. The estimated cost is

\$10,000. The recommended acquisitions will be presented to the CCBOE Board for approval.

Board Member Davis Chappell inquired if any of the funds can be used for voter notify software for tracking ballots or if other mobile application solutions are available that can be explored. Director Perlatti will research other solutions which can be utilized which comply with the SOS and CCBOE cyber security requirements.

Director Perlatti added the Ballot Printing contract would be presented at the April 5, 2021, Board meeting. There was one (1) vendor bid received, and that bid was from Midwest Direct. The contract will be sent to the Board Members in advance for Board review before approval. Chairman Hastings would like to know from Midwest Direct how many other Boards of Elections they will be servicing. Board Member Davis Chappell requested information on what replacement services other counties are using who are no longer utilizing Midwest Direct.

PUBLIC COMMENT

Adele Eisner:

Ms. Eisner commented on computer security, the selection of vendors for elections, and the Sunshine Laws as it pertains to public openness.

Board Member Wondolowski asked Director Perlatti to provide a summary to the Board on the awarding of Tenex contracts.

Board Member Wondolowski requested Mark Musson, Assistant Prosecuting Attorney to review the minutes concerning the March 22, 2021 meeting to affirm that no Board decisions were made during executive session. Chairman Hastings stated that no vote was taken in executive session as the law prohibits that. Once the executive session was concluded, the Board voted unanimously to come out of executive session. Once the Board was in public session,

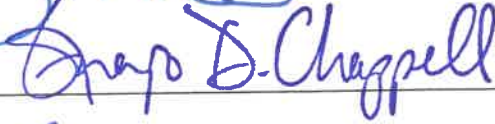
Chairman Hastings moved to adjourn at 2:58 p.m. Board Member Wondolowski seconded. The motion passed unanimously.

Certification: I have reviewed the above minutes and certify that they are an accurate summary of the actions taken by the Cuyahoga County Board of Elections at its meeting held on **March 30, 2021**.

Jeff Hastings, Chairman

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Inajo Davis Chappell, Board Member

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Lisa M. Stickan, Board Member

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David J. Wondolowski, Board Member

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Anthony Perlatti, Director

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